

# **Missouri Notary Public Handbook**



**Matt Blunt  
Secretary of State**



OFFICE OF THE SECRETARY OF STATE  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

MATT BLUNT  
SECRETARY OF STATE

STATE CAPITOL  
ROOM 208  
(573) 751-2379

Dear Missouri Notary:

Your work as a notary public is very important to the people of Missouri. As a notary, you enhance trust and confidence in matters that are vital to the life of our state. Your service as a notary is a cornerstone of the courts and legal system and of business and commerce.

As your Secretary of State, I am pleased to offer to you the Missouri Notary Public Handbook. The Handbook is published by our office as a public service to the thousands of notaries who take acknowledgements, administer oaths and affirmations, and certify copies of documents as true copies.

The powers of notaries are established by Chapter 486 of the Revised Statutes of Missouri. Because it is important for notaries to understand fully the provisions of Chapter 486, the Handbook reprints Missouri's notary law in full, for convenient reference. We also have provided frequently asked questions and answers, a glossary of terms important to notary work, and copies of key application forms. Reviewing this information will provide a good foundation for the conduct of your work as a notary.

It is an honor to serve the people of Missouri, and I hope you will find this handbook helpful in your work for the people of our state. Please call or write the Business Services department of our office if you have questions or if we may be of service to you.

Sincerely,

A handwritten signature in black ink that reads "Matt Blunt".

Matt Blunt  
Secretary of State

## Notary Handbook

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# General Information



## General Information

To qualify for a notary commission as a Missouri resident, you must meet certain legal qualifications:

1. You must be at least 18 years of age;
2. You must be a registered voter of the county within and for which you are commissioned, or a resident alien of the United States;
3. You must apply for the county in which you legally reside and be commissioned for this same county;
4. You must be able to read and write the English language; and
5. You must not have had a commission revoked during the past ten years.

A nonresident of Missouri may apply for a commission as a notary public. A nonresident must also meet certain legal requirements in order to qualify:

1. You must be at least 18 years of age;
2. You must work in Missouri and use the notary seal in the course of your employment;
3. You must have a work address in the county for which you are commissioned;
4. You must be able to read and write the English language;
5. You must not have had a commission revoked in any state during the past ten years; and
6. You must authorize the secretary of state as your agent and representative to accept service of any process or service of any notice or demand required or permitted by law to be served upon you.

As either a resident or nonresident applicant, you must also indicate on your application whether or not you have ever been convicted of or pled guilty or nolo contendere to any felony involving fraud, misrepresentation or theft.

You are eligible to apply for a commission as a notary public if you are a permanent resident alien under Section 245 of the Immigration and Nationality Act. If you qualify under Section 245, you must send a copy of your "green card" with a completed application to our office.

If you are presently commissioned as a nonresident notary public and you move into Missouri, you may immediately be appointed and commissioned as a notary upon becoming a resident. You will need to return your nonresident notary certificate with a request to cancel that commission, along with a completed application as a resident and the \$25 fee for issuing another commission.

## Application and Appointment

An application for a commission as a notary public can be found in this book or downloaded from our website at [www.sos.mo.gov](http://www.sos.mo.gov). Additional applications may be obtained by calling (573) 751-2783, or by writing: Secretary of State, Commissions Division, PO Box 784, Jefferson City, MO 65102-0784. Applications are also provided to all county clerks and the circuit clerk in the City of St. Louis.

Applications may also be obtained from the secretary of state branch offices located at: 111 N. 7th St., Rm. 225, St. Louis, MO 63101; 615 E. 13th St., 5th Fl., Kansas City, MO 64106; and 149 Park Central, Springfield, MO 65806.

The application form provided by the secretary of state must be used.

As provided by law, a \$25 fee must be paid to receive a notary commission. See Sections 28.160.3 and 486.225.3, RSMo 2000. All checks should be made payable to the State Director of Revenue.

Instructions for completing the application are provided later in this handbook. The application **MUST** be typed. All information requested on the form must be completed before the application will be approved. Completed applications are generally processed within 48 hours after our office receives them. If any information on the application must be verified, the application and fee will be returned with a letter from our office requesting verification. **If we have to return your application to verify information, or to request that you complete blank spaces on the form, there will be a delay in issuing your commission.** You must initial any changes or information which are completed after the original receipt of the application by our office. Applications which appear to have been tampered with are not accepted.

The information requested on the application determines whether you are qualified to receive a commission as a notary public. **All information requested must be completed.**

At the top of the application, fill in your name as you want it to appear on your commission. Complete the oath at the bottom of the application and sign the application in the same style. This determines your official name style as a notary public as well as your official signature. You should use your legal name in these spaces. You may use initials for your first and middle names. **You are required by law to use your official name and signature for all notarizations.**

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If you do not know your correct voter registration information, you can call your county clerk's office. If you reside in St. Louis City, St. Louis County, Jackson County, Platte County or Clay County, your board of election commissioners can provide voter registration information. Most individuals will have a precinct name or number for voter identification. Some voter registration information contains a ward or township name or number as well as a precinct. If you are not sure what information is needed, you can obtain a copy of your voter registration from the election authority and submit that with your application, or supply a copy of your current voter ID card.

Nonresidents applying for a Missouri commission as a notary public do not need to complete voter registration information.

You must request that our office issue your notary public commission for the county in which you reside. Please indicate this information on your application in the space labeled "County of Residence." If you reside in St. Louis City, indicate "St. Louis City" in this space. You may use your notary commission in any county in the state or St. Louis City.

If you are a nonresident applying for a Missouri notary public commission, you must indicate the name of the Missouri county or St. Louis City where your work address is located. This will be the name of the Missouri county or St. Louis City where you report to your employer's office for work.

A commission as a notary public for the State of Missouri is valid only in Missouri.

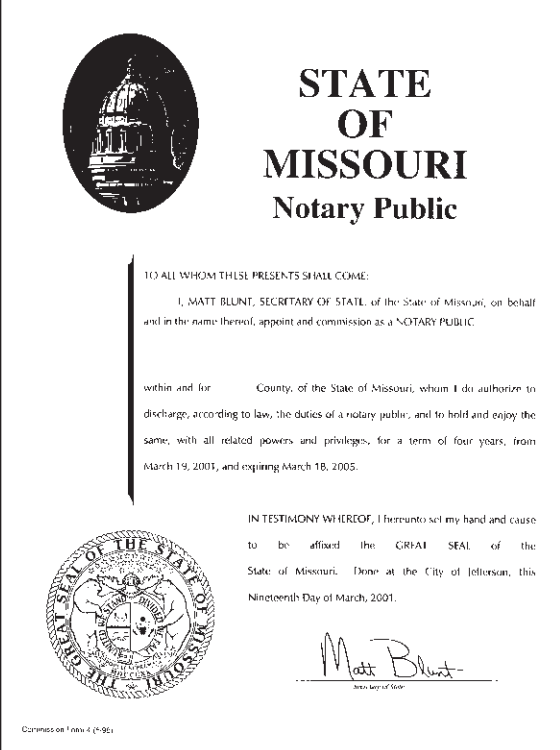
After our staff has approved your application, your commission will be issued and mailed to the county clerk's office in the county where you reside. We are required by law to forward all commissions to the county clerks' offices.

The same day your commission is issued we will mail a letter advising you that your commission has been issued and mailed to the county clerk's office or the circuit clerk's office of St. Louis City. The letter contains the clerk's address and also the expiration date of your commission. This letter is a courtesy mailing from our office. If you do not receive the letter within ten days after submitting your application, feel free to check at your county clerk's office to see if your commission has arrived.

### Qualifying at the County Clerk's Office

The law allows ninety days from the date your commission is issued for you to qualify at your county clerk's office. Failure to qualify within ninety (90) days will result in your commission

being cancelled. To meet the qualifications provided by law, you must appear in person at your county clerk's office and present a \$10,000 surety bond to insure your four year term as a notary public. The clerk or deputy will administer the oath of office, after which you must submit a handwritten specimen of your official signature. This signature **MUST** match the name style typed on your commission certificate. The clerk will staple the bond to your oath of office and official signature filing and mail them to our office. The clerk or deputy will then present you with your commission certificate.



The image shows a sample Notary Public Commission Certificate for the State of Missouri. It includes the state seal, the title "STATE OF MISSOURI Notary Public", and a form for the commission details. The form is partially filled out with the name "Matt Blunt" and the date "March 19, 2001".

TO ALL WHOM THESE PRESENTS SHALL COME:

I, MATT BLUNT, SECRETARY OF STATE, of the State of Missouri, on behalf and in the name thereof, appoint and commission as a NOTARY PUBLIC

within and for \_\_\_\_\_ County, of the State of Missouri, whom I do authorize to discharge, according to law, the duties of a notary public, and to hold and enjoy the same, with all related powers and privileges, for a term of four years, from March 19, 2001, and expiring March 18, 2005.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this Nineteenth Day of March, 2001.

*Matt Blunt*  
Secretary of State

Commission Expires 3/18/05

Your commission will contain your official name style as a notary public, your commission beginning and expiration dates and the date the commission was issued by our office. Keep your commission in a safe place throughout your term as a notary public.

### Term of Office

All commissions as a notary public are issued for a four-year term of office. This term is set by law.

### Notary Public Bond

Your \$10,000 notary bond can be purchased from your personal insurance agent, a bank or a bonding company. The notary bond is separate from any

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other bond coverage you might presently have and is required in addition to other bond coverage. The bonding company is allowed to charge you a fee for this bond. They will be able to tell you the current charge for a \$10,000 notary bond. **Your bond should be executed by the insurance company within 30 days after you submit your application to our office. The bond must be written for a term of four years, covering the same dates as your term of office.**

You may be contacted by either a national or state bonding company for your notary bond. These companies will usually offer you a package consisting of the costs covering your application fee to our office, the bonding fee, a journal, embossed seal and rubber stamp or black-inked rubber stamp seal. Save information from any company with which you choose to do business. If you need additional information regarding your bond or notary supplies, you will have to contact them. We will not be able to help you if you submit your application and fees to a privately owned company. These organizations forward your application to us with the \$25 fee allowed by law. We issue the commission and are not responsible for any obligation between you and any company with which you choose to do business regarding your notary supplies.

Applying through any of these companies will mean a longer time before you receive your commission. You will need to allow additional time for them to process your request and forward your application and fee to us so that we can issue the commission.

The Missouri secretary of state's office does not endorse any company which may solicit you for your notary supplies. Likewise, the Missouri secretary of state is not a part of any of these companies.

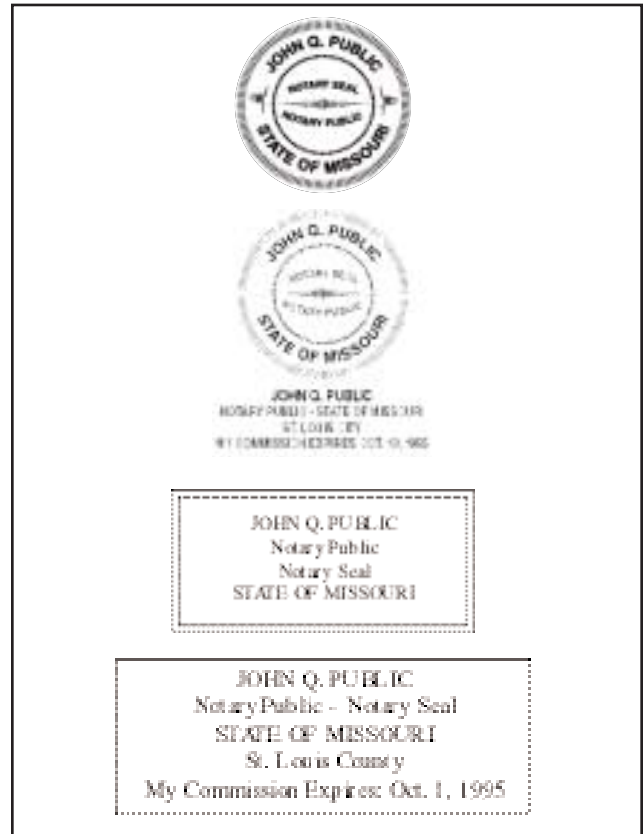
### Embosser Seal and Rubber Stamp

Missouri law requires every notary to use either an engraved embosser seal or a black inked rubber stamp seal on every notary certificate. The dies on the engraved embosser seal should resemble the first example shown in the box to the right and must contain the same information. To be legally recognized, the black inked rubber stamp seal must contain:

1. Your name as it appears on your commission certificate; and
2. Three phrases: "Notary Seal," "Notary Public," "State of Missouri."

You must also type, print or rubber stamp certain information on every completed notary certificate:

your name as it appears on your commission, "Notary Public," "State of Missouri," your expiration date and the county for which you are commissioned. You may use a black inked rubber stamp **ONLY** if the seal contains the information in #1 and #2 above, as well as the county for which you are commissioned and the expiration date of that commission. Examples of notary seals accepted in the state of Missouri are shown below. The Great Seal of the State of Missouri should not be used on your notary stamp.



### Journal

You are also required to keep a permanently bound journal of your notary acts. This journal is to contain numbered pages. The law requires you to record "all acts, except those connected with judicial proceedings and those for whose public record the law provides." We suggest that you record every notarization. If at any time you are questioned concerning a document you have notarized, you will have a record to indicate the type of document you notarized as well as other important information concerning the signers.

Your journal should contain spaces for the date and time that you are notarizing a document, the type of notarization and document, the signatures and addresses of the persons whose signatures you



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are notarizing, the identification used to identify the signers and the fee charged for the notarization if you charge the fees allowed by law.

The journal can be purchased from a local office supply store or may be supplied to you by one of the bonding companies that offer a package of notary supplies.

### Renewals

All commissions as a notary public are issued for a term of four years. **There are no provisions in the law for renewals.** If you wish to again become commissioned as a notary public you will need to submit another application to our office no earlier than one month before your current expiration date. The same application form is used to request another commission. No person is automatically reappointed as a notary public. You are responsible for obtaining the \$10,000 notary bond for your new term of office. You must follow all of the same procedures as though you have never held a notary commission before.

### Fees

As a notary public, you are allowed to charge fees for notarizing documents. Section 486.350, RSMo 2000, allows you to charge \$2 for each signature on a document and the proper recording of the notarization in your journal. The maximum fee for any other notarial act is \$1.

You may charge \$2 for each 8 1/2 x 11 inch page you certify as a facsimile of an original document. The certification of a facsimile must also be recorded in your journal. You must also retain a copy of each page in your notary file.

You are not permitted to charge a fee for notarizing the signature on any absentee ballot.

### Amended commissions

An application for a request for an amended commission can be found in this book or downloaded from our website at [www.sos.mo.gov](http://www.sos.mo.gov).

### Change of name

To change the name or name style on your notary commission you are required to send the following documents to our office:

1. Completed request for an amended commission form;

2. Check or money order for \$5 made payable to State Director of Revenue;
3. Rider from your bonding company indicating the name change (if rider required); and
4. Your present commission certificate.

If you change your legal name during your term of office, your application for a name change must be made as soon as your name change has been completed. The fee allowed by law for a name change is \$5. Once we have received all of the necessary materials and processed your request for a name change, we will forward your amended commission directly to you at your residence address. We will notify your county clerk of your name change. You must also have new dies made for your seal with your new name style. If you are using a rubber stamp seal, you should also change your name accordingly.

### Change of county residence

To change your county of residence you are required to send the following documents to our office:

1. Completed request for an amended commission form;
2. Check or money order for \$5 made payable to State Director of Revenue;
3. Your present commission certificate.

If you change your county of residence you are required by law to apply for an amended commission for your new county of residence. This request must be made as soon as your county residence has changed. You must be a registered voter in your new county and know your new voter registration information in order to put it on the request form. When we have received the proper documents and processed your request for an amended commission we will forward your amended commission certificate to your new residence address and notify the county clerk's office in your new county of residence. You will need to check with the entity that issued your bond as to whether you will need a rider. If you do, a copy of that rider must be sent to our office. Such rider must indicate the name of your new county of residence. If you are using a rubber stamp, this must be changed to reflect your new county of residence.

### Change of street address or lost seal or journal

If you move and your street address changes while you are commissioned as a notary public you must



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notify the Commissions Division at the Secretary of State. You can find a form in this booklet to amend your commission or you may download the form from our website at [www.sos.mo.gov](http://www.sos.mo.gov). Please complete the form and send it to our Commissions Division. If you do not use this form you may send us a letter stating your new street address. This letter must also include the new voter registration information for your new street address.

If you lose your seal or journal, or believe it has been stolen, you are required by law to send a letter, which will be placed in your notary file, advising us of the date your seal was lost or stolen. You can then purchase a new seal or journal. You do not need to apply for a new commission. You should mark the date your seal or journal was lost or stolen in your notary records. You may also want to contact your local police department and see if they require a police report to be filed for stolen goods. Our office notifies the county clerk in your county of residence.

### Resignation of your commission

If you no longer wish to be a notary public, return to us your commission certificate, along with a letter of resignation. You are not required to state a reason for resigning.

### Official misconduct

The law contains several sections relating to civil damages and providing for criminal punishment. You can refer to Sections 486.350.5, 486.355 through 486.380 in this handbook for information. These sections define official misconduct, provide for civil damages to persons injured through a notary's misconduct, establish employer's liability for such damages and also provide that violations are punishable as misdemeanors by fines and imprisonment. Further, official misconduct may result in revocation of your commission by this office.

### Applicable law

The law governing notaries public is reprinted in its entirety for information and reference in the next

section of this handbook. If there is any conflict between this text and the applicable statutes, the statutes will govern.

### Possible disqualifications

According to Missouri law, persons convicted of a felony may not be able to become a notary public as such persons may be disqualified from registering to vote.

### Executing witness

On October 27, 1983, the attorney general issued Opinion No. 114-83, which states "An executing witness, as provided for in Section 486.340, RSMo 2000, is neither a notary public nor an officer authorized by law to administer oaths within the scope of Section 115.291.1, RSMo 2000." Therefore, the affidavit of a person voting an absentee ballot may not be subscribed and sworn to before an executing witness.

### Fees allowed county clerks

Each county clerk will charge fees for recording each notary commission and administering the oath of office. These fees are allowed by law. If you have questions regarding these fees, call the county clerk in your residence county. The circuit clerk of St. Louis City is also allowed these fees.

### Court reporters qualified to give oaths

Certified court reporters and certified shorthand reporters may administer oaths and affirmations as provided in Section 492.010, RSMo 2000. If you have any questions concerning your authority to administer oaths and affirmations, call your professional association for further information.

# Revised Statutes of Missouri



## Revised Statutes of Missouri

### Chapter 486

### (Notaries Public)

**486.200. Definitions.**—As used in sections 486.200 to 486.405

(1) “**County**” means any of the several counties of this state or the city of St. Louis;

(2) “**County clerk**” means any of the several county clerks of this state or the clerk of the circuit court in the city of St. Louis;

(3) “**Facsimile**” means an exact copy preserving all the written or printed mark of the original;

(4) “**Notarization**” means the performance of a notarial act;

(5) “**Notary public**” and “**notary**” means any any person appointed and commissioned to perform notarial acts;

(6) “**Official misconduct**” means the wrongful exercise of a power or the wrongful performance of a duty. The term “**wrongful**” as used in the definition of official misconduct means unauthorized, unlawful, abusive, negligent, reckless, or injurious.

**486.205. Notary public, how appointed.**—Upon application, the secretary of state may appoint and commission individual persons as notaries public in each of the several counties in this state. The secretary of state may not appoint and commission as a notary public any person who submits an application containing substantial and material misstatement or omission of fact.

**486.210. Notary’s authority to be statewide.**—Each notary public may perform notarial acts anywhere within this state.

**486.215. Term of office.**—Each notary public may perform notarial acts for a term of four years from the date of his commission, unless sooner removed.

**486.220. Qualifications for notary.**—1. Each person appointed and commissioned as a notary public shall, except as provided for in subsection 2 of this section:

- (1) Be at least eighteen years of age;
- (2) Be a registered voter of the county within and for which he is commissioned; or a resident alien of the United States;
- (3) Have a residence address in the county within and for which he is commissioned;

(4) Be able to read and write the English language;

(5) Not have had his commission revoked during the past ten years; or

(6) In lieu of the requirements contained in subdivisions (1) to (5) of this subsection, a person who is appointed and commissioned a notary public pursuant to subsection 2 of this section may be appointed and commissioned pursuant to this subsection upon becoming a resident of Missouri.

2. Any person who does not qualify under subsection 1 of this section may nonetheless be appointed and commissioned as a notary public provided that person:

- (1) Is at least eighteen years of age;
- (2) Works in Missouri and will use the notary seal in the course of his employment in Missouri;
- (3) Has a work address in the county within and for which he is commissioned;
- (4) Is able to read and write the English language;
- (5) Has not had a notary commission revoked in any state during the past ten years; and
- (6) Authorizes the secretary of state as the agent and representative of such person to accept service of any process or service of any notice or demand required or permitted by law to be served upon such person.

3. A notary public is not a public officer within the meaning of article VII of the Missouri Constitution.

**486.225. Application, form of, fee.**—1. Upon a form prepared by the secretary of state, each applicant for appointment and commission as a notary public shall swear, under penalty of perjury, that the answers to all questions on the application are true and complete to the best of the applicant’s knowledge and that the applicant is qualified to be appointed and commissioned as a notary public. The social security number of the applicant shall be recorded on the application. The completed application form shall be filed with the secretary of state.

2. With the person’s application, each applicant for appointment and commission as a notary public shall submit to the secretary of state endorsements from two registered voters of this state in substantially the following form:

I, . . . . . (name of endorser), a registered voter of this state and . . . . . County, believe to

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the best of my knowledge, the applicant is a person of good moral character and integrity and capable of performing notarial acts.

.....  
(Endorser's signature and residence address)

3. With the person's application, each applicant for appointment and commission as a notary public shall submit to the secretary of state, payable to the director of revenue, a commission fee of fifteen dollars.

4. Each applicant for appointment and commission as a notary public shall state in the application whether or not the applicant has ever been convicted of or pled guilty or nolo contendere to any felony involving fraud, misrepresentation or theft, and if so, shall attach a list of such convictions or pleas of guilt or nolo contendere.

**486.230. Commission to be issued, when—contents.**—Upon receipt of a completed application, proper endorsements and the correct fee, the secretary of state, if satisfied the applicant is qualified to be appointed and commissioned as a notary public, shall prepare a notary commission for the applicant and forward the commission to the county clerk in the county of the applicant's residence. Each commission shall contain the applicant's name, the county within and for which he is to be commissioned, the date upon which the commission takes effect and the date upon which it expires.

**486.235. Bond required—oath, form of.**—During his term of office each notary public shall maintain a surety bond in the sum of ten thousand dollars with, as surety thereon, a company qualified to write surety bonds in this state. The bond shall be conditioned upon the faithful performance of all notarial acts in accordance with this chapter. Each notary public shall notify the secretary of state of changes on or riders to the bond.

2. Before receiving his commission, each applicant shall submit to the county clerk of the county within and for which he is to be commissioned, an executed bond commencing at least thirty days after the date he submitted his application to the secretary of state with a term of four years.

3. Before receiving his commission, each applicant shall take the following oath in the presence of the county clerk:

I, ..... (name of applicant), solemnly swear, under the penalty of perjury, that I have carefully read the notary law of this state, and if appointed and commissioned as a notary public, I will uphold the Constitution of the United States and of this state and will faithfully perform to the best of my ability all notarial acts in conformance with the law.  
..... (signature of applicant)

Subscribed and sworn to before me this ..... day of  
....., 19..... (signature of county clerk)

4. Before receiving his commission, each applicant shall submit to the county clerk a handwritten specimen of his official signature which contains his surname and at least the initial of his first name.

5. Immediately after receiving the bond and official signature and witnessing the oath, the county clerk shall award to the applicant his commission as a notary public.

**486.240. Failure of applicant to appear and qualify, effect of.**—If the person for whom a commission is issued fails to appear and qualify within ninety days after the commission is issued, the county clerk shall note the failure on the commission and return it to the secretary of state. The secretary of state shall immediately cancel and annul the commission.

**486.245. Register of notaries to be kept—bond, signature and oath to secretary of state.**—The county clerk shall keep a register, listing the name and address of each person to whom he awards a notary commission and the date upon which he awards the commission. Within 30 days after receiving a bond, signature and oath, the county clerk shall forward the bond, signature and oath to the secretary of state by certified mail. All such bonds, signatures and oaths shall be preserved permanently by the secretary of state.

**486.250. Powers of notary.**—Each notary public is empowered to

- (1) Take acknowledgments;
- (2) Administer oaths and affirmations;
- (3) Certify that a copy of a document is a true copy of another document; and
- (4) Perform any other act permitted by law.

**486.255. Notary disqualified, when.**—1. For the purposes of this chapter, a notary public has a disqualifying interest in a transaction in connection with which notarial services are requested if he is named, individually, as a party to the transaction.

2. No notary who has a disqualifying interest in a transaction may legally perform any notarial act in connection with the transaction.

**486.260. Notary to keep journal.**—Each notary public shall provide and keep a permanently bound journal of his notarial acts containing numbered pages.

**486.265. Certified copy of notary record, when given, fee—minute book to be kept.**—Every notary shall keep a true and perfect record of his official acts, except those connected with judicial proceed-

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ings, and those for whose public record the law provides, and if required, shall give a certified copy of any record in his office, upon the payment of the fees therefor. Every notary shall make and keep an exact minute, in a book kept by him for that purpose, of each of his official acts, except as herein provided.

**486.270. Copies of notarial acts furnished on court order—fee.**—Each notary public, upon written court order, shall furnish facsimiles of entries made in his journal of notarial acts or any other papers or copies relating to his notarial acts, upon receipt of a fee of one dollar per 8 1/2 x 11 inch page or part of a page.

**486.275. Signature of notary required, when.**—At the time of notarization a notary public shall sign his official signature on each notary certificate.

**486.280. Printed information required on notary certificate.**—On every notary certificate, a notary public shall indicate clearly and legibly by means of rubber stamp, typewriting or printing, so that it is capable of photographic reproduction:

- (1) His name exactly as it appears on his commission;
- (2) The words “Notary Public,” “State of Missouri” and “My commission expires . . . . .” (commission expiration date);
- (3) The name of the county within which he is commissioned.

**486.285. Seal, contents, form — application — property of notary.**—1. Each notary public shall provide, keep, and use a seal which is either an engraved embosser seal or a black inked rubber stamp seal to be used on the document being notarized. The seal shall contain the notary’s name exactly as indicated on the commission and the words “Notary Seal,” “Notary Public,” and “State of Missouri”.

2. The indentations made by the seal embosser or printed by the black inked rubber stamp seal shall not be applied on the notarial certificate or document to be notarized in a manner that will render illegible or incapable of photographic reproduction any of the printed marks or writing on the certificate or document.

3. Every notary shall keep an official notarial seal that is the exclusive property of the notary and the seal may not be used by any other person or surrendered to an employer upon termination of employment.

**486.290. Illegibility of certificate, effect of.**—The illegibility of any of the information required by sections 486.280, 486.285 and 486.290\* does not affect the validity of the transaction.

\*Probably should be “sections 486.275, 486.280 and 486.285.”

**486.295. Change of address, notice of, effect of.**—Any notary public who changes the address of his residence in the county within and for which he is commissioned shall forthwith mail or deliver a notice of the fact to the secretary of state including his old address and his current address. The secretary of state shall notify the county clerk of the change of address. The notary’s commission shall remain in effect until its expiration date, unless sooner revoked.

**486.300. Change of name by notary, notice to secretary of state, procedure, fee—signature, how signed.**—Any notary public who lawfully changes his name shall forthwith request an amended commission from the secretary of state and shall send him five dollars, his current commission, and a notice of change form provided by the secretary of state, which shall include his new name and contain a specimen of his official signature. The secretary of state shall issue an amended commission to him in his new name and shall notify the clerk of the county within and for which the notary is commissioned. After requesting an amended commission, the notary may continue to perform notarial acts in his former name, until he receives the amended commission.

**486.305. Loss of seal or journal, notice to secretary of state.**—An notary public who loses or misplaces his journal of notarial acts or official seal shall forthwith mail or deliver notice of the fact to the secretary of state.

**486.310. Resignation, how effective.**—If any notary public no longer desires to be a notary public, he shall forthwith mail or deliver to the secretary of state a letter of resignation, and his commission shall thereupon cease to be in effect.

**486.315. Removal from county of residence, effect of—amended commission, when, procedure, fee.**—If a notary public has ceased to have a residence address in the county within and for which he is commissioned, his commission shall thereupon cease to be in effect, unless the secretary of state issues an amended commission. When a notary public, who has established a residence



address in a county of the state other than the county in which he was first commissioned, requests an amended commission, delivers his current commission, notice of change form, and five dollars to the secretary of state, the secretary of state shall issue an amended commission to him, for the county in which his new residence is located and shall notify the county clerk of the county where the notary's new address is located. After requesting an amended commission, the notary may continue to perform notarial acts with certificates showing the county within and for which he is commissioned, until he receives his amended commission.

**486.320. Notice of revocation of commission, compliance with.**—If any notary public receives notice from the secretary of state that his commission has been revoked, the person whose commission is revoked shall forthwith mail or deliver to the secretary of state his commission.

**486.325. Automatic reappointment prohibited.**—No person may be automatically reappointed as a notary public.

2. Each notary public who is an applicant for reappointment as a notary public shall re comply with the provisions of sections 486.225 and 486.235.

**486.330. Form of acknowledgments.**—Except as otherwise provided in section 442.210, RSMo, certificates of acknowledgment shall be in substantially the following form:

(1) By an individual.

State of . . . . ., County (and/or City) of . . . . .  
On this . . . . . day of . . . . . in the year . . . . . before me, . . . . .  
(name of notary), a Notary Public in and for said state, personally appeared . . . . . (name of individual), known to me to be the person who executed the within . . . . . (type of document), and acknowledged to me that . . . . . (he) executed the same for the purposes therein stated.

(2) By a Partner.

State of . . . . ., County (and/or City of) . . . . .  
On this . . . . . day of . . . . . in the year . . . . . before me, . . . . .  
(name of notary), a Notary Public in and for said state, personally appeared . . . . . (name of partner) of . . . . . (name of partnership), known to me to be the person who executed the within . . . . . (type of document) in behalf of said partnership and acknowledged to me that he executed the same for the purposes therein stated. . . . . (official signature and official seal of notary.)

(3) By a Corporate Officer.

State of . . . . ., County (and/or City) of . . . . .  
On this . . . . . day of . . . . . in the year . . . . . before me, . . . . .  
(name of notary), a Notary Public in and for said state, personally appeared . . . . . (name of officer), . . . . . (title of person, president, vice president, etc.), . . . . . (name of corporation), known to me to be the person who executed the within . . . . . (type of document) in behalf of said corporation and acknowledged to me that he executed the same for the purposes therein stated. . . . . (official signature and official seal of notary)

(4) By an Attorney in Fact for Principal or Surety.

State of . . . . ., County (and/or City) of . . . . .  
On this . . . . . day of . . . . . in the year . . . . . before me . . . . .  
(name of notary), a Notary Public in and for said state, personally appeared . . . . . (name of attorney in fact), Attorney in Fact for . . . . . (name of principal or surety), known to me to be the person who executed the within . . . . . (type of document) in behalf of said principal (or surety), and acknowledged to me that he executed the same for the purposes therein stated. . . . . (official signature and official seal of notary)

(5) By a Public Officer, Deputy, Trustee, Administrator, Guardian or Executor.

State of . . . . ., County (and/or City) of . . . . .  
On this . . . . . day of . . . . . in the year . . . . . before me . . . . .  
(name of notary), a Notary Public in and for said state, personally appeared . . . . . (name of person), . . . . . (person's official title) known to me to be the person who executed the within . . . . . (type of document) in behalf of . . . . . (public corporation, agency, political subdivision or estate) and acknowledged to me that he executed the same for the purposes therein stated. . . . . (official signature and official seal of notary)

(6) By a United States Citizen Who is Outside of the United States. (description or location of place where acknowledgment is taken)

On this . . . . . day of . . . . . in the year . . . . . before me . . . . .  
(name and title of person acting as a notary and refer to law or authority granting power to act as a notary), personally appeared . . . . . (name of citizen) known to me to be the person who executed the within . . . . . (type of document) and acknowledged to me that . . . . . (he) executed the same for the purposes therein stated. . . . . (official signature and official seal of person acting as a notary and refer to law or authority granting power to act as a notary).

(7) By An Individual Who cannot Write His Name.  
State of . . . . ., County (and/or City) of . . . . .  
On this . . . . . day of . . . . . in the year . . . . . before me . . . . .  
(name of notary), a Notary Public in and for said state, personally appeared . . . . . (name of individual), known to me to be the person who, being unable to write his name, made his mark in my presence. I signed his name at his request and in his presence on the within . . . . . (type of document) and he acknowledged to me that he made his mark on the same for the purposes therein stated. . . . . (official signature and official seal of notary.)

(8) By a Manager or Member.

State of . . . . ., County (and/or City) of . . . . .  
On this . . . . . day of . . . . . in the year . . . . . before me, . . . . .  
(name of notary), a Notary Public in and for said state, personally appeared . . . . . (name of manager or member) of . . . . . (name of limited liability company), . . . . . (name of manager or member) of . . . . . (name of limited liability company), known to me to be the person who executed the within . . . . . (type of document) in behalf of said limited liability company and acknowledged to me that he executed the same for the purposes therein stated. . . . . (official signature and official seal of notary)

**486.335. Affirmations, form of.**—Affirmations shall be in substantially the following form:

(1) If the affirmation to be administered by the notary public is in writing and the person who took the affirmation has signed his name thereto, the notary public shall write or print under the text of the affirmation the following:

"Subscribed and affirmed before me this . . . . . day of . . . . ., 19 . . . . ."  
. . . . . (official signature and official seal of notary.)



(2) If the affirmation to be administered by the notary public is not in writing, the notary public shall address the affirmant substantially as follows:

"You do solemnly affirm, under the penalty of perjury, that the testimony you shall give in the matter in issue, pending between . . . . and . . . ., shall be the truth, the whole truth, and nothing but the truth."

**486.340. Executing witness defined—form of affidavit of executing witness.**—As used in this section, the words "executing witness" means an individual who acts in the place of a notary.

2. An executing witness may not be related by blood or marriage or have a disqualifying interest as defined in section 486.255.

3. The affidavit of executing witness for acknowledgment by an individual who does not appear before a notary shall be in substantially the following form:

I, . . . . . (name of executing witness), do solemnly affirm under the penalty of perjury, that . . . . . (name of person who does not appear before a notary), personally known to me, has executed the within . . . . . (type of document) in my presence, and has acknowledged to me that . . . . . (he) executed the same for the purposes therein stated and requested that I sign my name on the within document as an executing witness . . . . .

Subscribed and affirmed before me this . . . . . day of . . . . , 19 . . . . . (official signature and official seal of notary)

**486.345. Facsimile may be certified—form of certification.**—1. A notary public may certify a facsimile of a document if he receives a signed written request stating that a certified copy or facsimile, preparation of a copy, or certification of a copy of the document does not violate any state or federal law.

2. Each notary public shall retain a facsimile of each document he has certified as a facsimile of another document, together with other papers or copies relating to his notarial acts.

3. The certification of a facsimile shall be in substantially the following form:

State of . . . . . County (and/or City) of . . . . . I, . . . . . (name of notary), a Notary Public in and for said state, do certify that on . . . . . (date) I carefully compared the attached facsimile of . . . . . (type of document) and the facsimile I now hold in my possession. They are complete, full, true and exact facsimiles of the document they purport to reproduce. . . . . (official signature and official seal of notary.)

**486.350. Maximum fees—overcharges or charge for absentee ballots, effect of.**—1. The maximum fee in this state for notarization of each signature and the proper recording thereof in the journal of notarial acts is two dollars for each signature notarized.

2. The maximum fee in this state for certification of a facsimile of a document, and the proper recording thereof in the journal of notarial acts is two

dollars for each 8 1/2 x 11 inch page retained in the notary's file.

3. The maximum fee in this state is one dollar for any other notarial act performed.

4. No notary shall charge or collect a fee for notarizing the signature on any absentee ballot or absentee voter registration.

5. A notary public who charges more than the maximum fee specified or who charges or collects a fee for notarizing the signature on any absentee ballot or absentee voter registration is guilty of official misconduct.

**486.355. Liable in damages, when.**—A notary public and the surety or sureties on his bond are liable to the persons involved for all damages proximately caused by the notary's official misconduct.

**486.360. Employer of a notary public liable, when.**—The employer of a notary public is also liable to the persons involved for all damages proximately caused by the notary's official misconduct, if:

(1) The notary public was acting within the scope of his employment at the time he engaged in the official misconduct; and

(2) The employer consented to the notary public's official misconduct.

**486.365. Sole cause not necessary to establish notary's liability.**—It is not essential to a recovery of damages that a notary's official misconduct be the only proximate cause of the damages.

**486.370. Penalty for notary's misconduct.**—1. A notary public who knowingly and willfully commits any official misconduct is guilty of a misdemeanor and is punishable upon conviction by a fine not exceeding five hundred dollars or by imprisonment for not more than six months or both.

2. A notary public who recklessly or negligently commits any official misconduct is guilty of a misdemeanor and is punishable upon conviction by a fine not exceeding one hundred dollars.

**486.375. Impersonation of a notary, penalty for.**—Any person who acts as, or otherwise willfully impersonates, a notary public while not lawfully appointed and commissioned to perform notarial acts is guilty of a misdemeanor and punishable upon conviction by a fine not exceeding five hundred dollars or by imprisonment for not more than six months or both.

**486.380. Unlawful possession of notary seal, journal or papers a misdemeanor, penalty.**—Any person who unlawfully possesses a notary's journal,

official seal or any papers or copies relating to notarial acts, is guilty of a misdemeanor and is punishable upon conviction by a fine not exceeding five hundred dollars.

**486.385. Grounds for revocation of commission.**—1. The secretary of state may revoke the commission of any notary public who during the current term of appointment:

(1) Submits an application for commission and appointment as a notary public which contains substantial and material misstatement of facts;

(2) Is convicted of any felony or official misconduct under this chapter;

(3) Fails to exercise the powers or perform the duties of a notary public in accordance with this chapter;

(4) Is adjudged liable or agrees in a settlement to pay damages in any suit grounded in fraud, misrepresentation, impersonation, or violation of the state regulatory laws of this state, if his liability is not solely by virtue of his agency or employment relationship with another who engaged in the act for which the suit was brought;

(5) Uses false or misleading advertising wherein he represents or implies, by virtue of his title of notary public, that he has qualifications, powers, duties, rights, or privileges that he does not possess by law;

(6) Engages in the unauthorized practice of law;

(7) Ceases to be a citizen of the United States;

(8) Ceases to be a registered voter of the county within and for which he is commissioned;

(9) Ceases to have a residence address in the county within and for which he is commissioned, unless he has been issued an amended commission;

(10) Becomes incapable of reading or writing the English language;

(11) Fails to maintain the surety bond required by section 486.235.

2. A notary's commission may be revoked under the provisions of this section only if action is taken subject to the rights of the notary public to notice, hearing, adjudication and appeal.

**486.390. Unauthorized practice of law by notary, remedy for.**—1. Upon his own information or upon complaint of any person, the attorney general, or his designee, may maintain an action for injunctive relief in the circuit court of Cole County against any notary public who renders, offers to render, or holds himself out as rendering any service constituting the unauthorized practice of the law. Any organized bar association in this state may intervene in the action, at any stage of the proceeding, for good cause shown. The action may also be maintained by an organized bar association in this state.

2. The remedies provided in subsection 1 of this section are in addition to, and not in substitution for, other available remedies.

**486.395. Certification of notary's authority by the secretary of state, fee, form.**—Upon the receipt of a written request, the notarized document and a fee of ten dollars payable to the director of revenue, the secretary of state shall provide a certificate of authority in substantially the following form:

I, . . . . . (appointing state official, or local or district office designated by appointing state official, name and title) of the State of (name of state) which office is an office of record having a seal, certify that . . . . . (notary's name), by whom the foregoing or annexed document was notarized, was, at the time of the notarization of the same, a Notary Public authorized by the laws of this State to act in this State and to notarize the within . . . . . (type of document), and I further certify that the Notary's signature on the document in genuine to the best of my knowledge, information, and belief and that such notarization was executed in accordance with the laws of this State.

In testimony whereof, I have affixed my signature and seal of this office this . . . . . day of . . . . ., 19 . . . . .

.....  
(secretary of state's signature, title, jurisdiction, address and the seal affixed near the signature.)

**486.405. Term of notary not to be diminished, exception.**—Nothing in sections 486.200 to 486.405 shall be construed in any way as interfering with or discontinuing the term of office of any person now serving as a notary public until the term for which he was commissioned has expired, or until he has been removed pursuant to the provision of sections 486.200 to 486.405.

# Questions & Answers



## Questions and Answers

### 1. Where can I get an application?

An application can be found in this book or downloaded from our website at [WWW.SOS.MO.GOV](http://WWW.SOS.MO.GOV). Applications may be obtained from the secretary of state's office or the county clerk's office in your area. County clerk offices are located in the city which is designated as the county seat of government. The circuit clerk can provide applications in St. Louis City.

### 2. What application do I have to use?

You are required by law to use the application prepared by the secretary of state. Missouri residents should use the white form, while nonresident applicants are to use the marked nonresident application form.

### 3. What is a "nonresident" notary?

A person applying for a nonresident commission as a notary public in Missouri is someone who legally resides in another state but has a work address inside the boundaries of the state of Missouri.

### 4. How soon may I begin to notarize documents?

The secretary of state processes all correctly completed applications within 48 hours of receipt. It takes about a week to obtain your notary seal from an office supply store, at which time you should have all your supplies and be sworn in and ready to notarize documents.

### 5. What are the fees?

An application for a notary commission submitted to the Secretary of State must be accompanied with \$25. This fee is permitted under Section 28.160.3 and 486.225.3, RSMo. Additionally, there will be costs for your notary bond, seal, journal and rubber stamp. These costs usually vary from \$60 to \$100. The county clerk will also charge a fee for recording your commission. This fee is allowed by law.

### 6. What about the bond?

You are required by law to provide a \$10,000 notary public bond. You are also required to maintain this bond for your four-year term of office. (The bond dates must be the same as your commission dates.) Any other bond you may have will NOT provide the coverage required.

### 7. Who are these bonding companies that send information in the mail?

These bonding companies are privately owned companies soliciting your notary supply business. It should be emphasized that they are not connected with the secretary of state's office. They are private-

ly owned businesses that solicit notaries for their bond, journal, seal and other supplies.

### 8. Who are these "notary associations" that I receive information from?

The "notary associations" are privately owned corporations. Their sole business is soliciting notaries for their applications, bonds and other notary supplies. They sell the notary supplies for a fee, which they collect. Some of them also collect the \$25 fee allowed by law to the secretary of state and submit this fee with your application to our office so that we can issue your commission as a notary public. Again, these are private organizations and are not associated with the secretary of state's office. You may choose to do business with them, in which case you should retain a record of the company's name, address and telephone number. If you do not receive what you order from them you must contact the private company.

There is a page for this information to be recorded in the Bonding Company Information section of this handbook.

### 9. How do the associations get my name?

Notary public applications are public record. Names and addresses are available to any interested party for examination.

### 10. What if I go through a bonding company to obtain my notary commission?

The bonding company will have you complete the same application provided by our office. It generally takes longer to receive your commission since the paperwork goes to the bonding company first, and they forward your application and fee to us for processing. This firm will not pay the recording fee charged by the county clerk.

### 11. Explain a surety bond.

A surety bond is written by a company qualified to write bonds in Missouri. This company has been approved by the Missouri Division of Insurance to write bonds. The surety bond guarantees to any third party that if the notary public fails to perform the duties allowed by law, the surety company will provide coverage to the third party for any damages caused up to \$10,000. Bonding companies must provide their own bond application and bond form.

### 12. What is an errors and omissions policy?

An errors and omissions policy protects the notary public and pays for any charges the notary might owe for legal fees and costs should the notary be sued.

### **13. Should I buy an errors and omissions policy?**

This is a decision you should make. An errors and omissions policy is optional for each individual notary and not required by law. If you choose to purchase an errors and omissions policy, please keep that paperwork in your own records for personal reference.

### **14. What type of seal should I buy?**

Missouri law requires you to keep and use a notary seal embosser or a black inked rubber stamp that has been engraved with ALL of the following: your official name style as a notary public, the words "Notary Seal" "Notary Public," and "State of Missouri." This seal must be embossed into or applied on every notary certificate. The seal should not contain the Great Seal of the State of Missouri.

### **15. Should I buy a rubber stamp?**

The law does not require that you buy a rubber stamp. However, a stamp is more convenient than having to print or type the wording required on every notary certificate.

### **16. What is this wording?**

The wording consists of your official notary name style, the words "Notary Seal", "Notary Public," "State of Missouri," "Commissioned for ( ) county" and "My commission expires ( )."

### **17. How long does my commission last?**

A notary commission is for a four-year term of office. The term begins on the date the Secretary of State issues the commission.

### **18. Can my commission be renewed?**

No. There are no provisions for renewing notary commissions. If you wish to again become a notary, you must submit a new application and fee.

### **19. When should I send this application for a new term of office to you?**

Send the completed application no earlier than one month in advance of your present expiration date.

### **20. Where can I use my commission?**

A Missouri notary commission can be used in any county of Missouri and the City of St. Louis.

### **21. What about notarizing documents in other states?**

Missouri notary commissions can ONLY be used in Missouri. Other states have notary laws regarding their notaries.

### **22. May I notarize my own signature or the signatures of relatives?**

A notary CANNOT notarize his or her own signature. A notary is to be an impartial witness. The law

does not forbid notaries from notarizing the signatures of relatives. However, if the notarized document was ever the subject of a court suit a judge might determine the notary was not an impartial witness to the signing of the document. We suggest that you do not notarize documents for a spouse, grandparent, parent, brother, sister, niece, nephew, aunt, uncle, child or grandchild.

### **23. May I notarize documents from other states?**

Documents that originate in other states may be notarized by you as long as you are in Missouri. On the notary certificate you identify the jurisdiction in which the notarization took place in the venue portion of the certificate.

### **24. What information should I record in my journal?**

We recommend that you record every notarization in your journal. This is self-protection against possible suits. The law requires that you record every notarization that will not be filed for public record in an office of record. You should keep a record of the date and time you notarized the document, the type of notarization completed, the signature of the person(s), the address, identification of person and notary fee, if any.

### **25. Can a notary prepare legal documents?**

No. A notary does not have this authority. All documents presented to you to notarize should have the correct form of notary certificate on them. As a notary your only duty is to perform the notarial act and complete the notarial certificate.

### **26. What forms of identification can I request?**

The best form of identification is one that includes a photograph and signature. A valid driver's license is a good source of identification. The person can also be personally known to the notary or can be identified by an individual personally known to the notary.

### **27. Must the document be signed in my presence?**

If the notary certificate states "Subscribed and sworn to/affirmed before me," etc., then it must be signed in your presence. An oath or affirmation must be administered to the person whose signature you are notarizing. An acknowledgment need not be signed in your presence. The person who signed the acknowledgment must appear before you and acknowledge he or she is the signer and that he or she signed the document. The form for an oath or affirmation is in Section 486.335.2 of the notary law.

### **28. What if the document is already signed when brought to me for notarizing?**

You should never notarize a document that has already been signed outside your presence. If a



document has already been signed when it is brought to you, you may ask the person to re-sign it in your presence either above or below the existing signature. As in any instance when you are notarizing a document, you should ask for identification and properly identify the person and their signature, and only if you are satisfied that the person before you is the original signer should you administer the oath or affirmation and complete the notary certificate. You may also ask such person to sign your journal.

**29. What if my employer asks me to notarize documents which have not been signed in my presence?**

Agreements for your services as a notary public should be discussed with your employer at the time you are requested to apply for a commission. According to law, an employer may also be liable for a notary's misconduct.

**30. My commission expired and I have been notarizing documents. What should I do?**

Any person who acts as a notary and is not lawfully commissioned is guilty of a misdemeanor and punishable upon conviction by a fine or imprisonment.

**31. I have a commission and my name has changed. What should I do?**

You must apply for an amended commission for your new name. A request form for an amended commission can be found in this book or downloaded from our website at [www.sos.mo.gov](http://www.sos.mo.gov). The application must be completed and returned to the secretary of state. You will also likely need to purchase a rider to your notary public bond changing your name (check with your bonding company). You will also have to purchase a new die for your seal or a new black inked rubber stamp. If you are using a rubber stamp, your name will need to be changed on this also. Your commission with your new name will be mailed directly to you.

**32. I have moved and my county of residence has changed. What should I do?**

You are required by law to apply for an amended commission for your new county of residence. An application for an amended commission can be found in this book or downloaded from our website at [www.sos.mo.gov](http://www.sos.mo.gov). The application must be completed and returned to the secretary of state's office. You will need to purchase a rider to your notary public bond changing your county of residence. If you are using a rubber stamp the county name will need to be changed accordingly. In the case of a county change your amended commission is mailed to your new residence and the Secretary of

State's office will notify the county clerk in your new county of residence.

**33. What are the fees for amending my commission for a name or county of residence change?**

The fee allowed by law for issuing an amended commission is \$5.

**34. I have moved just changing my street address in the county in which I have a commission. Do I need to notify the secretary of state?**

Yes. The secretary of state provides a form for this information. To obtain a form you can request one from the Secretary of State's office. You may also notify the secretary of state by letter. Include your old address as well as your new address and your new voter registration information.

**35. How do I resign my commission as a notary public?**

To resign your commission as a notary public, return your commission with the State Capitol dome in the oval in the upper left corner to the secretary of state with a letter of resignation.

**36. What is a commission?**

The commission certificate is the document you received when you took your oath of office. The document contains the state Capitol dome in an oval at the top of the page (see page 2). It also contains a letter of appointment with the notary's name, commission dates, the Great Seal of the State of Missouri and the signature of the secretary of state.

**37. Will I receive notice when my commission has been issued?**

The secretary of state's office mails a courtesy letter to each notary the day the commission is issued. If you have not received a letter in approximately 10 days, call your county clerk's office to see if your commission has arrived. If it is at the county clerk's office you will need to take your bond to that office immediately and qualify. If it is not at the county clerk's office, the county clerk should call our office and request a duplicate commission. **Remember, you only have 90 days to qualify at your county clerk's office. This is 90 days from the date we issue your commission.**

Some county clerks will request that you show them the letter from our office for identification, so you will want to take that letter with you when you go. Also, some bonding companies will request a copy of this letter before they will issue your notary bond. You are responsible for sending them the copy of your letter.

A list of the county clerks is provided in the back of this book.



### **38. I have been asked to certify a document. What do I do?**

The notary law allows a notary public to certify a copy of an original document if the notary receives a signed written request stating the certified copy or facsimile, preparation of a copy or certification of a copy of the document does not violate any state or federal law. **DO NOT CERTIFY ANY COPIES OF DOCUMENTS WHICH STATE ON THE FACE OF THE DOCUMENT THEY CANNOT BE REPRODUCED.** You are required by law to keep a copy of the document you have certified.

Chapter 486.345(3), RSMo 2000, contains the proper wording to use for this type of certification. This is in the notary law which is reproduced in this handbook (see page 13).

(Documents that are issued by record keeping agencies should be certified by the issuing agency. A notary can witness and notarize the signature of the individual certifying the document for the agency.)

Birth and death certificates are NOT notarized. Documents issued by most recorders of deeds do not need notarization. Such documents are authenticated by our office.

### **39. Can I notarize birth certificates and death certificates?**

MISSOURI birth certificates and death certificates should be certified by the issuing agency. Birth and death certificates should be obtained from the State Bureau of Vital Records, 930 Wildwood, PO Box 570, Jefferson City, MO 65102. There is a fee charged by Vital Records for these copies. Vital Records will issue a certified copy of these MISSOURI records and we will authenticate this certified copy.

### **40. Can I notarize marriage licenses and divorce decrees?**

Marriage licenses and divorce decrees can sometimes be obtained from the county recorder of deeds offices where they have been recorded for public record. In this case the recorder of deeds will issue and sign the copy of the original document. We will then authenticate the official act of the recorder of deeds.

**ONE EXCEPTION:** The St. Louis County and Jackson County Recorders of Deeds must have their signature certified by a local government official who has official record of their appointment, generally the county clerk. The signature can also be notarized at the time the document is issued at the office.

### **41. Can I charge a fee for certifying a document?**

As a notary public, you are allowed to charge fees for notarizing documents. Section 486.350, RSMo 2000, allows you to charge \$2 for each signature on a document and the proper recording of the notarization in your journal. The maximum fee for any other notarial act is \$1. You may charge \$2 for each 8 1/2 x 11 inch page you certify as a facsimile of an original document. The certification of a facsimile must also be recorded in your journal. You must also retain a copy of each page in your notary file. You are not permitted to charge a fee for notarizing the signature on any absentee ballot.

### **42. I have been asked where to obtain a certification of my authority as a notary public. Where can this be obtained?**

Certificates of Authority for notaries are issued by the secretary of state. They may be obtained by submitting the original document requiring the certificate with a written request for the certificate to the secretary of state's office. The fee for each certificate is \$10 and should accompany the request. Checks and money orders are to be made payable to the Director of Revenue.

Certificates of Authority for a notary public can also be obtained in a few hours from our branch offices in Springfield, St. Louis and Kansas City.

### **43. What should I do if there is not enough room for a seal or rubber stamp information on a document?**

In most instances a separate notary certificate can be affixed to the document. The person requesting the notarization should check to see if a separate notary certificate can be attached to the document. In other instances the notary should carefully place the rubber stamp information and seal on the document in a place where it will cover only a very small part of the printing on the document.

### **44. Is it all right to notarize photocopies and carbon copies of documents?**

As long as the photocopies and carbon copies are exact replicas of the original document and they contain original signatures they may be notarized. The notarizations should be completed as they would for an original document. Some recorder of deeds offices will not accept photocopies of documents for recording.

### **45. Can I hold a Missouri notary commission if I do not reside in the state?**

It is possible to obtain a commission as a notary public in Missouri if you work in the state. The qualifications for a nonresident to obtain a commission as a notary public in Missouri are given in the notary

## Notary Handbook

laws reproduced in this handbook. Refer to Section 486.220.2 of the law.

**46. I am a nonresident notary public and I have changed my employer. Do I need to notify the secretary of state?**

Yes. If your new employer is located in the same Missouri county for which your notary commission is issued, you can notify the secretary of state by letter indicating the name of your new employer, the street address, city, state, zip and the telephone number where you can be reached between 8:00 a.m. and 4:30 p.m. You also need to include the date your employment began and the last date of employment at your previous employer.

If you change employer and also change Missouri counties, you need to request an amended commission for a county change. Forms and instructions for an amended commission can be found in this book or downloaded from our website at [WWW.SOS.MO.GOV](http://WWW.SOS.MO.GOV).

**47. Are motor vehicle, trailer, boat and outboard motor certificates of ownership (titles) required to be notarized?**

As of August 28, 1989, these documents no longer require notarization. Odometer disclosure state-

ments or other statements related to odometer disclosures completed after this date are no longer required to be notarized. Any questions may be directed to the Department of Revenue, Motor Vehicle Bureau, PO Box 100, Jefferson City, MO 65105-0100, phone 573-751-4509.

**48. I have been asked to notarize a document but there is no place for a notarization. What should I do?**

All documents brought to you for notarization should have the correct form of notarization on them. It is not your duty as a notary public to determine the correct notary certificate. Completing the wrong notary certificate on a document could render the document invalid.

**49. Can I charge for ALL notarizations?**

No. In Section 486.350 (4), RSMo 2000 (see page 13) it states that **no notary shall charge or collect a fee for notarizing the signature on any absentee ballot or absentee voter registration.** If a notary is found to have charged for these two kinds of notarizations, it will constitute official misconduct.

# Checklist / Test



## **Notary Application Checklist and Helpful Hints**

- \_\_\_\_\_ Have you read the notary handbook?
- \_\_\_\_\_ Have you filled out the correct application?
- \_\_\_\_\_ Have you included your voter information?
- \_\_\_\_\_ Have your endorsers filled out their parts on the application—including voter information?
- \_\_\_\_\_ Have you included your explanation if you answered yes to questions 5 & 6 on resident application, 7 & 8 on non-resident application?
- \_\_\_\_\_ Have you included a phone number where you can be reached between the hours of 8:00 am and 5:00 pm?
- \_\_\_\_\_ Have you signed the application in the same name style as requested in the name box at the top of the application?
- \_\_\_\_\_ Have you filled out the application completely?
- \_\_\_\_\_ Have you included your \$25 check or money order made payable to the Director of Revenue or your credit card information?

**If you reside in St. Louis City, please put St. Louis City in the County of Residence Box.**

**Please check your notary bond to make sure your coverage dates are the same as your commission dates.**

**Please check your notary seal to make sure it says “Notary Public”, “Notary Seal”, Your Name as Commissioned and “State of Missouri”.**

**Please check to make sure your name is spelled correctly and your expiration date is correct on your notary seal.**

**If you do not have your county of commission or your expiration date on your notary seal, this information must be printed on the document you are notarizing.**

**Please read carefully statutes 486.330, 486.335, 486.340 and 486.345 concerning acknowledgements, affirmations, executing witness and certification.**

### Notary Self-Test Worksheet

Before completing your application for a commission as a notary public, please take a few moments to review some key points related to becoming a notary public. By successfully completing this worksheet, you will be better prepared to carry out your duties as a notary.

1. Where is a NONRESIDENT Missouri notary allowed to notarize documents?  
\_\_\_\_\_
2. How many days does a notary applicant have FROM THE DATE ON WHICH THE COMMISSION WAS ISSUED to qualify at the county clerk's office?  
\_\_\_\_\_
3. Some Missouri notaries live in one county and work in another. For which county do they apply to be commissioned?  
\_\_\_\_\_
4. If a notary wishes to use a black inked rubber stamp SEAL, what MUST appear on the stamp in order for it to be sufficient?  
\_\_\_\_\_
5. What amount is required for the notary public bond and what dates should appear on the bond?  
\_\_\_\_\_
6. What supplies are to be purchased once an applicant has received a commission as a notary public?  
\_\_\_\_\_
7. Who are qualified to be "endorsers" on a notary application form?  
\_\_\_\_\_
8. What is the fee for issuing a notary commission and to whom is it made payable?  
\_\_\_\_\_
9. What needs to be done when a notary has changed their name or relocated to another county?  
\_\_\_\_\_
10. Where can an applicant obtain their voter registration information (township/ward & precinct)?  
\_\_\_\_\_
11. Where does a nonresident applicant go in order to qualify for their commission?  
\_\_\_\_\_
12. What needs to accompany a request for an amended commission when a notary wishes to change their name style?  
\_\_\_\_\_
13. What information is required to be stamped, typed or printed beneath the notary's signature on a document?  
\_\_\_\_\_

## Notary Handbook

14. What should accompany a request for an amended commission to a new county?

---

15. What information should be entered into a notary's journal for each notarization?

---

16. What two things must be submitted to the county clerk when qualifying for a commission as a notary public?

---

17. If a notary changes his/her street address within the same county, what must that notary do to notify the secretary of state's office?

---

18. What are the five qualifications for a Missouri resident to become a notary public?

---

19. What are the six qualifications for a person to become a nonresident Missouri notary?

---

20. What is the term for a Missouri notary public commission?

---

21. Does the secretary of state's office issue renewal notices to Missouri notaries public?

---



# Applications



### Applications

For your convenience, this section contains various applications used in obtaining or amending a commission as a notary public in Missouri, along with instructions for filling out forms. PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY in order to ensure quick processing of your application.

Electronic versions of forms, publications and other documents are posted on our website at [www.sos.mo.gov](http://www.sos.mo.gov) in Adobe's Portable Document Format (PDF). To access a PDF file, you will need the Adobe Acrobat Reader software installed on your computer.

Adobe Acrobat Reader is free software available at Adobe's website: [www.adobe.com/prodindex/acrobat/readstep.html](http://www.adobe.com/prodindex/acrobat/readstep.html)

Application for a Commission as a Notary Public

Application for a Nonresident Commission as a Notary Public

Request for an Amended Commission as a Notary Public

### Name Change

Complete the REQUEST FOR AN AMENDED COMMISSION AS A NOTARY PUBLIC form, indicating the change in name section on the form. You need to return three items with this form:

- (1) Your present commission certificate;
- (2) Check or money order for \$5;
- (3) A rider from your bonding company changing your name on your notary bond.

Sign your rider before sending it to us if there is a signature line on the rider. We CANNOT process a name change until all three of these documents are submitted. Your new commission certificate will be mailed to you.

### County Change

Complete the REQUEST FOR AN AMENDED COMMISSION AS A NOTARY PUBLIC form, indicating the change in county section on the form. You need to return two items with this form:

- (1) Check or money order for \$5;
- (2) Your present commission certificate.

Our office will send you the amended commission at your new residence, and will also notify the county clerk in the county of your new residence. Remember that you may need to obtain a rider to your bond when you change your county of residence. If you do obtain a rider, you must deliver a copy to the Secretary of State.

### Name and County Change

Complete the REQUEST FOR AN AMENDED COMMISSION AS A NOTARY PUBLIC form, indicating both the change in name and change in county sections. Return two items with this form:

- (1) Check or money order for \$5;
- (2) Your present commission certificate.

Our office will send you the amended commission at your new residence address, and will notify the county clerk in the county of your new residence. Remember that you may need to obtain a rider to your bond when you change your name and/or county of residence. If you do obtain a rider, you must deliver a copy to the Secretary of State.

### **Employer County Change (for nonresident notaries only)**

Complete the REQUEST FOR AN AMENDED COMMISSION AS A NOTARY PUBLIC form, indicating the change in employer and county section on the form. You need to return two items with the form:

- (1) Check or money order for \$5;
- (2) Your present commission certificate.

Our office will send you the amended commission at your new employer's address, and will also notify the county clerk in the county of your new employer. Remember that you may need to obtain a rider to your bond when you change your county of employment. If you do obtain a rider, you must deliver a copy to the Secretary of State.



MISSOURI SECRETARY OF STATE  
**APPLICATION FOR  
COMMISSION AS A NOTARY PUBLIC**

MATT BLUNT, SECRETARY OF STATE  
COMMISSIONS DIVISION  
PO BOX 784  
JEFFERSON CITY, MISSOURI 65102  
(573) 751-2783

**PLEASE TYPE THIS APPLICATION (instructions are printed on the back of this form and in the Notary Handbook)**

SOCIAL SECURITY NUMBER (REQUIRED)	DATE OF BIRTH (MONTH/DAY/YEAR)	TODAY'S DATE	DAYTIME PHONE
NAME (AS YOU WANT IT TO APPEAR ON YOUR COMMISSION)			
RESIDENCE (IF PO BOX, ALSO INDICATE STREET ADDRESS)		CITY, STATE, ZIP	
COUNTY OF RESIDENCE (SEE INSTRUCTIONS)	PRECINCT	TOWNSHIP OR WARD	
EMPLOYER (COMPANY NAME)			
EMPLOYER STREET ADDRESS		CITY, STATE, ZIP	
HAVE YOU EVER BEEN ISSUED A COMMISSION AS A MISSOURI NOTARY PUBLIC? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, COMPLETE "A" AND "B")		A. IF YES, LIST COMMISSION EXPIRATION DATE	B. NAME UNDER WHICH PREVIOUS COMMISSION WAS ISSUED

**APPLICANT: PLEASE RESPOND TO THE FOLLOWING STATEMENTS**

**YES NO**

- I am at least eighteen years of age ..... ☐ YES ☐ NO
- I am a registered voter of the county for which I have applied to be commissioned; or a permanent resident alien ..... ☐ YES ☐ NO  
(Section 245, Immigration and Nationality Act. Attach a copy of your green card)
- I have a residence address in the county within and for which I have requested to be commissioned ..... ☐ YES ☐ NO
- I can read and write the English language ..... ☐ YES ☐ NO
- I have been refused a commission as a notary public or had a commission revoked ..... ☐ YES ☐ NO  
(If YES, attach a separate letter indicating reason and date.)
- I have been convicted of or pleaded guilty or nolo contendere to any felony involving fraud, misrepresentation or theft ..... ☐ YES ☐ NO  
(If YES, attach a list of such convictions or pleas of guilty or nolo contendere.)
- I have read the Missouri Notary Public Handbook and am familiar with the provisions of the law and the duties of a Notary Public ..... ☐ YES ☐ NO

**ENDORSERS' STATEMENTS**

I, \_\_\_\_\_ **A REGISTERED VOTER OF THIS STATE**  
and \_\_\_\_\_ county, believe to the best of my knowledge, the applicant is a person of good moral character and integrity and capable of performing notarial acts.

ENDORSER'S SIGNATURE

ENDORSER'S RESIDENCE ADDRESS

CITY, COUNTY, STATE AND ZIP

TOWNSHIP OR WARD PRECINCT NAME NUMBER

I, \_\_\_\_\_ **A REGISTERED VOTER OF THIS STATE**  
and \_\_\_\_\_ county, believe to the best of my knowledge, the applicant is a person of good moral character and integrity and capable of performing notarial acts.

ENDORSER'S SIGNATURE

ENDORSER'S RESIDENCE ADDRESS

CITY, COUNTY, STATE AND ZIP

TOWNSHIP OR WARD PRECINCT NAME NUMBER

**TO THE SECRETARY OF STATE**

I, the person named above, do swear, under penalty of perjury, that the answers to all questions on this application are true and complete to the best of my knowledge and that I am qualified to be appointed and commissioned as a notary public.

SIGNATURE OF APPLICANT (MUST APPEAR EXACTLY AS STATED ABOVE)

**PAYMENT**

☐ \$25 Check or Money Order Enclosed (Payable to Director of Revenue) Credit Card ☐ Master Card ☐ VISA

NAME AS IT APPEARS ON CARD

EXPIRATION DATE

CARD NUMBER (16 Digits)

SIGNATURE

**Social Security Number** - Please print or type your federal social security number. This number is used to catalog notaries public in the secretary of state's computer files.

**Date of Birth** - Please provide your birth date in numerals: month/day/year. This is to confirm that applicants are at least eighteen years of age.

**Today's Date** - Print or type the date on which you are completing the application.

**Name** - You should print or type your legal name as you want it to appear on your commission certificate. You are required by law to use your full last name, while initials may be used for first and middle names.

**Daytime Phone** - You are requested to provide a phone number where we can reach you BETWEEN THE HOURS OF 8:00 a.m. and 4:30 p.m., should we need to verify information given on the application in order to prevent the delay of returning the form to you for verification.

**Residence Address** - Please provide the address at which you reside. If your mail goes to a post office box, please include a street address after the PO Box number. Also give the city, state and zip code.

**County of Residence** - Please indicate the county in which you legally reside and are registered to vote, even if you work in a different county. You are commissioned for the county in which you live, but you are able to notarize anywhere in the state of Missouri. \*If you reside in St. Louis City, please put St. Louis City in the county blank.

**Township or Ward** - If you are a registered voter in an area which has a township or ward, please provide that name or number in this blank.

**Precinct** - If you are a registered voter in an area which has a precinct, please provide that name and/or number in this blank.

**Employer** - Your employer's name is requested should we need to contact you during working hours. If unemployed, please enter "N/A" or enter "Self-employed" if you own your own business.

**Yes or No** - Please indicate whether or not you have previously been a notary in Missouri.

If YES - Provide the date on which that commission expires(ed).

Give the name under which the previous commission was issued.

**Yes or No** - Please READ CAREFULLY AND ANSWER CORRECTLY the eight questions listed on this portion of the application.

You are required by law to have two endorsers on your application who are REGISTERED VOTERS IN THE STATE OF MISSOURI. Your endorsers must show where they reside and are registered to vote.

This space is for the county name where your endorsers reside and are registered to vote.

Complete the form by adding your signature in the same name style you indicated on the second line of the form. We can only accept original signatures - photocopied signatures will be rejected.



MISSOURI SECRETARY OF STATE  
**NON-RESIDENT APPLICATION FOR  
COMMISSION AS A NOTARY PUBLIC**

MATT BLUNT, SECRETARY OF STATE  
COMMISSIONS DIVISION  
PO BOX 784  
JEFFERSON CITY, MISSOURI 65102  
(573) 751-2783

**PLEASE TYPE THIS APPLICATION (instructions are printed on the back of this form and in the Notary Handbook)**

SOCIAL SECURITY NUMBER (REQUIRED)	DATE OF BIRTH (MONTH/DAY/YEAR)	TODAY'S DATE	DAYTIME PHONE
NAME (AS YOU WANT IT TO APPEAR ON YOUR COMMISSION)			
RESIDENCE (IF PO BOX, ALSO INDICATE STREET ADDRESS)		CITY, STATE, ZIP	
EMPLOYER (COMPANY NAME)		MISSOURI COUNTY OF EMPLOYER *SEE INSTRUCTIONS	
EMPLOYER STREET ADDRESS		CITY, STATE, ZIP	
HAVE YOU EVER BEEN ISSUED A COMMISSION AS A MISSOURI NOTARY PUBLIC? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, COMPLETE "A" AND "B")		A. IF YES, LIST COMMISSION EXPIRATION DATE	B. NAME UNDER WHICH PREVIOUS COMMISSION WAS ISSUED
ARE YOU PRESENTLY A NOTARY IN ANOTHER STATE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, PLEASE LIST THE STATE(S):	

**APPLICANT: PLEASE RESPOND TO THE FOLLOWING STATEMENTS**

	YES	NO
1. I am a permanent resident alien (Immigration and Nationality Act. Sec. 245. Attach a copy of your green card) .....	<input type="checkbox"/>	<input type="checkbox"/>
2. I am at least eighteen years of age .....	<input type="checkbox"/>	<input type="checkbox"/>
3. I work in Missouri .....	<input type="checkbox"/>	<input type="checkbox"/>
4. I will use the notary seal in the course of my employment in Missouri .....	<input type="checkbox"/>	<input type="checkbox"/>
5. I have a work address in the county within and for which I have applied for a commission .....	<input type="checkbox"/>	<input type="checkbox"/>
6. I can read and write the English language .....	<input type="checkbox"/>	<input type="checkbox"/>
7. I have been refused a commission as a notary public or had a commission revoked in any state during the past 10 years .....	<input type="checkbox"/>	<input type="checkbox"/>
(If YES, attach a separate letter indicating reason and date.)		
8. I have been convicted of or pleaded guilty or nolo contendere to any felony involving fraud, misrepresentation or theft .....	<input type="checkbox"/>	<input type="checkbox"/>
(If YES, attach a list of such convictions or pleas of guilty or nolo contendere.)		
9. I authorize the secretary of state as my agent and representative to accept service of any process or service of any notice or .....	<input type="checkbox"/>	<input type="checkbox"/>
demand required by law to be served upon me		
10. I have read the <i>Missouri Notary Public Handbook</i> and am familiar with the provisions of the law and the duties of a Notary Public .....	<input type="checkbox"/>	<input type="checkbox"/>

**ENDORSERS' STATEMENTS**

I, \_\_\_\_\_ A REGISTERED VOTER OF THIS STATE  
and \_\_\_\_\_ county, believe to the best of my knowledge, the appli-  
cant is a person of good moral character and integrity and capable of performing  
notarial acts.

I, \_\_\_\_\_ A REGISTERED VOTER OF THIS STATE  
and \_\_\_\_\_ county, believe to the best of my knowledge, the appli-  
cant is a person of good moral character and integrity and capable of performing  
notarial acts.

ENDORSER'S SIGNATURE

ENDORSER'S SIGNATURE

ENDORSER'S RESIDENCE ADDRESS

ENDORSER'S RESIDENCE ADDRESS

CITY, COUNTY, STATE AND ZIP

CITY, COUNTY, STATE AND ZIP

TOWNSHIP OR WARD PRECINCT NAME NUMBER

TOWNSHIP OR WARD PRECINCT NAME NUMBER

**TO THE SECRETARY OF STATE**

I, the person named above, do swear, under penalty of perjury, that the answers to all questions on this application are true and complete to the best of my knowledge and that I am qualified to be appointed and commissioned as a notary public.

SIGNATURE OF APPLICANT (MUST APPEAR EXACTLY AS STATED ABOVE)

**PAYMENT**

☐ \$25 Check or Money Order Enclosed (Payable to Director of Revenue)

Credit Card ☐ Master Card ☐ VISA

NAME AS IT APPEARS ON CARD

EXPIRATION DATE

CARD NUMBER (16 Digits)

SIGNATURE



**Social Security Number** - Please type your federal social security number. This number is used to catalog notaries public in the secretary of state's computer files.

**Date of Birth** - Please provide your birth date in numerals: month/day/year. This is to confirm that applicants are at least eighteen years of age.

**Today's Date** - Type the date on which you are completing the application.

**Name** - You should print or type your legal name as you want it to appear on your commission certificate. You are required by law to use your full last name, while initials may be used for first and middle names.

**Residence Address** - Please provide the address at which you reside. If your mail goes to a post office box, please include a street address after the PO Box number. Also give the city, state and zip code.

**Employer** - Your employer's name is requested should we need to contact you during working hours. If unemployed, please enter "N/A" or enter "Self-employed" if you own your own business.

**Address** - Please provide the address of your Missouri employer, including city, state and zip code.

**Missouri County of Employer's Address** - Please indicate the county in which your Missouri employer is located. you are commissioned for the county in which you are employed, and you may use the notary seal ONLY at your place of employment. \*If your place of employment is St. Louis City, please put St. Louis City in the county blank.

**Daytime Phone** - You are requested to provide a phone number where we can reach you BETWEEN THE HOURS OF 8:00 a.m. and 4:30 p.m., should we need to verify information given on the application in order to prevent the delay of returning the form to you for verification.

**Yes or No** - Please indicate whether or not you have previously been a notary in Missouri.

If YES - Provide the commission expiration date.

Give the name under which the previous commission was issued.

**Yes or No** - Please indicate whether or not you currently hold another notary seal in and for another state

If so, please indicate in which state you are a notary.

**Yes or No** - Please READ CAREFULLY AND ANSWER CORRECTLY the ten questions listed on this portion of the application.

You are required by law to have two endorsers on your application who are REGISTERED VOTERS IN THE STATE OF MISSOURI  
Your endorsers must provide the requested information for your application to be considered.

Complete the form by adding your signature in the same name style you indicated on the second line of the form. We can only accept original signatures - photocopied signatures will be rejected.



MISSOURI SECRETARY OF STATE  
**APPLICATION FOR AMENDED  
COMMISSION AS A NOTARY PUBLIC**

MATT BLUNT, SECRETARY OF STATE  
COMMISSIONS DIVISION  
PO BOX 784  
JEFFERSON CITY, MISSOURI 65102  
(573) 751-2783

**PLEASE TYPE THIS APPLICATION (instructions are printed on the back of this form and in the Notary Handbook)**

SOCIAL SECURITY NUMBER (REQUIRED)	DATE OF BIRTH (MONTH/DAY/YEAR)	TODAY'S DATE	DAYTIME PHONE
-----------------------------------	--------------------------------	--------------	---------------

NAME (AS YOU WANT IT TO APPEAR ON YOUR COMMISSION)

RESIDENCE (IF P.O. BOX, ALSO INDICATE STREET ADDRESS) CITY, STATE, ZIP

COUNTY OF RESIDENCE \*SEE INSTRUCTIONS PRECINCT TOWNSHIP OR WARD

COMMISSION DATES:

BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

**PLEASE CHECK THE APPLICABLE BOX BELOW:**

☐ **CHANGE OF ADDRESS**

I hereby request the secretary of state to issue an amended notary public commission changing my county of residence from \_\_\_\_\_ County, Missouri, to \_\_\_\_\_ County, Missouri, where I am presently residing, effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

☐ **CHANGE IN NAME**

I hereby request the secretary of state to issue an amended notary public commission from the name style \_\_\_\_\_ originally issued to \_\_\_\_\_ effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(NAME AS IT APPEARS ON COMMISSION) (TYPE NEW NAME HERE)

☐ **CHANGE IN EMPLOYER COUNTY (FOR NONRESIDENT NOTARIES ONLY)**

I hereby request the secretary of state to issue an amended notary public commission changing my county of employment from \_\_\_\_\_ County, Missouri, to \_\_\_\_\_ County, Missouri, where I am presently employed, effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNATURE OF APPLICANT (MUST APPEAR EXACTLY AS STATED ABOVE)

**PAYMENT**

☐ \$5 Check or Money Order Enclosed (Payable to Director of Revenue) Credit Card ☐ Master Card ☐ VISA

NAME AS IT APPEARS ON CARD	EXPIRATION DATE	CARD NUMBER (16 Digits)
----------------------------	-----------------	-------------------------

SIGNATURE

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY

**Social Security Number** - Please type your federal social security number. This number is used to catalog notaries public in the secretary of state's computer files.

**Date of Birth** - Please provide your birth date in numerals: month/day/year. This is to confirm that applicants are at least eighteen years of age.

**Today's Date** - Type the date on which you are completing the application.

**Name** - You should type your legal name as you want it to appear on your commission certificate. You are required by law to use your full last name, while initials may be used for first and middle names.

**Daytime Phone** - You are requested to provide a phone number where we can reach you BETWEEN THE HOURS OF 8:00 a.m. and 4:30 p.m., should we need to verify information given on the application in order to prevent the delay of returning the form to you for verification.

**Residence Address** - Please provide the address at which you reside. If your mail goes to a post office box, please include a street address after the P.O. Box number. Also give the city, state and zip code.

**County of Residence** - Please indicate the county in which you legally reside and are registered to vote, even if you work in a different county. You are commissioned for the county in which you live, but you are able to notarize anywhere in the state of Missouri. \*If you reside in St. Louis City, please put St. Louis City in the county blank.

**Township or Ward** - If you are a registered voter in an area which has a township or ward, please provide that name or number. You MUST know your new voter registration information before our office can process a county change application.

**Precinct** - If you are a registered voter in an area which has a precinct, please provide that name and/or number here.

**Commission Dates** - Please indicate the beginning and ending dates of your present commission as a notary public.

**Change of Address** - Indicate the previous county within and for which you were commissioned as a notary public and the new Missouri county to which you wish to have your commission amended. Note that the effective date is the date when your legal residency and voter registration in the new county, your new name style or your new county of employment became official.

**Change in Name** - Indicate both the previous name and the new name style under which you wish to be commissioned as a notary public.

**Change in Employer County (for Nonresident Notaries Only)** - Indicate the previous and new Missouri counties of your employment.

Complete the form by adding your signature in the same name style you indicated on the second line of the form. We can only accept original signatures - photocopied signatures will be rejected.

# Sample Affirmations



## Sample Affirmations

### ***Sample Individual Acknowledgment***

State of \_\_\_\_ (1) \_\_\_\_

(SS)

County of \_\_\_\_ (2) \_\_\_\_

On this \_\_\_\_ (3) \_\_\_\_ day of \_\_\_\_ (4) \_\_\_\_ in the year \_\_\_\_ (5) \_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_ (6) \_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

(10)

(9)

\_\_\_\_\_  
Notary Public  
(11)

### ***Sample Jurat***

State of \_\_\_\_ (1) \_\_\_\_

County of \_\_\_\_ (2) \_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ (3) \_\_\_\_ day of \_\_\_\_ (4) \_\_\_\_ in the year \_\_\_\_ (5) \_\_\_\_ .

(10)

(9)

\_\_\_\_\_  
Notary Public  
(11)

### ***Sample Certification of Facsimile***

State of \_\_\_\_ (1) \_\_\_\_

County (and/or City) of \_\_\_\_ (2) \_\_\_\_

I, \_\_\_\_ (7) \_\_\_\_ (name of notary), a Notary Public in and for said state, do certify that on \_\_\_\_ (3, 4, 5) \_\_\_\_ I carefully compared the attached facsimile of \_\_\_\_ (8) \_\_\_\_ and the facsimile I now hold in my possession. They are complete, full, true and exact facsimiles of the document they purport to reproduce.

(10)

(9)

\_\_\_\_\_  
Notary Public  
(11)

### **Instructions for completing sample affirmations**

- (1) Name of the state in which the notary certificate is being completed.
- (2) Name of the county in which the notary certificate is being completed.
- (3) The date the notary certificate is being completed by the notary.
- (4) The name of the month the notary certificate is being completed.
- (5) The year the notary certificate is being completed.
- (6) The name(s) of the person(s) who signed the document and whose signature you are acknowledging.
- (7) Your official name style as a notary public.
- (8) The name of the document you are notarizing (usually found at the top of the page you are notarizing, or the first of multiple pages).
- (9) Your official signature as a notary public.
- (10) Impress your notary engraved embosser seal or black inked rubber stamp seal here.
- (11) Affix your rubber stamp here, or type/print the information required by law concerning your notary commission (refer to question 16 in the Question and Answer section of this handbook).



# Bonding Information



## **Bonding Company Information**

Please complete the information concerning your bonding company for future reference.

Bond number \_\_\_\_\_

Bonding company \_\_\_\_\_

Company address \_\_\_\_\_

\_\_\_\_\_

Purchased from local agency \_\_\_\_\_

Name of agency \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date purchased \_\_\_\_\_

Amount \_\_\_\_\_

# Glossary



### Glossary

**ACKNOWLEDGMENT** 1. The act of admitting or recognizing the existence of an agreement by signing as evidence of one's intention that the agreement shall be binding and in full force and effect. 2. The certificate affixed to the document (See Acknowledgment, Certificate of.)

**ACKNOWLEDGMENT, CERTIFICATE OF** A written statement, affixed to an agreement, signed and sealed by an authorized official that states in a form, usually prescribed by law, that the official took the acknowledgment of the person who signed the agreement.

**AFFIANT** The person who takes an oath or affirmation. The person to whom an oath or affirmation is administered. Sometimes called a deponent.

**AFFIDAVIT** A document that contains a statement, made under oath or affirmation, signed by the affiant and a jurat (certificate) signed and sealed by a notary.

**AFFIRMATION** A solemn statement, equivalent by law to an oath, but without religious significance or reference to a Supreme Being.

**CERTIFICATE** A written statement, signed by an official, describing acts performed in an official capacity.

**JURAT** Latin, "to swear." The certificate signed and sealed by a notary which is affixed below the sworn or affirmed statement and signature of the affiant.

**L.S. (LOCUS SIGILLI)** Latin, "The location where the seal is placed." Used generally to indicate the place for the notary's seal.

**NOTARY PUBLIC** A person appointed by a state official to serve the public as a disinterested witness, to take acknowledgments, administer oaths and affirmations, and to perform such other acts as are allowed or required by law.

**OATH** A solemn pledge or promise. (A person who intentionally makes false statements under oath is punishable for perjury.)

**S.S. (SCILICET)** Latin, "to wit, namely." Printed near the venue of a certificate or acknowledgment.

**SUBSCRIBE** To sign, to write one's signature.

**TESTIMONIUM CLAUSE** At the end of many documents and certificates that follows the form "witness my hand and seal" or some variation thereof.

**VENUE** 1. The place where the act is performed. 2. The place on the certificate that gives the location where the notarization was performed. 3. The place where a trial is held.

# County Clerks



## **County Clerks**

All county clerk offices are located in the county courthouse unless otherwise indicated. The phone numbers are current as of the publication of this book and are subject to change.

### **-A-**

**Adair County Clerk**  
Adair County Courthouse  
106 W. Washington  
Kirksville 63501  
(660) 665-3350

**Andrew County Clerk**  
Andrew County Courthouse  
Savannah 64485  
(816) 324-3624

**Atchison County Clerk**  
Atchison County Courthouse  
400 S. Washington  
Rock Port 64482  
(660) 744-6214

**Audrain County Clerk**  
Audrain County Courthouse  
101 N. Jefferson  
Mexico 65265  
(573) 473-5820

### **-B-**

**Barry County Clerk**  
Barry County Courthouse  
700 Main, Ste. 2  
Cassville 65625  
(417) 847-2561

**Barton County Clerk**  
Barton County Courthouse  
1004 Gulf  
Lamar 64759  
(417) 682-3529

**Bates County Clerk**  
Bates County Courthouse  
1 N. Delaware  
Butler 64730  
(660) 679-3371

**Benton County Clerk**  
Benton County Courthouse  
316 VanBuren  
Warsaw 65355  
(660) 438-7326

**Bollinger County Clerk**  
Bollinger County Courthouse  
204 High St.  
Marble Hill 63764  
(573) 238-2126

**Boone County Clerk**  
Boone County Government Center  
801 E. Walnut, Room 236  
Columbia 65201  
(573) 886-4295

**Buchanan County Clerk**  
Buchanan County Courthouse  
St. Joseph 64501  
(816) 271-1412

**Butler County Clerk**  
Butler County Courthouse  
Poplar Bluff 63901  
(573) 686-8050

### **-C-**

**Caldwell County Clerk**  
Caldwell County Courthouse  
Kingston 64650  
(816) 586-2571

**Callaway County Clerk**  
Callaway County Courthouse  
Fulton 65251  
(573) 642-0730

**Camden County Clerk**  
Camden County Courthouse  
1 Court Circle, Ste. 2  
Camdenton 65020  
(573) 346-4440

**Cape Girardeau County Clerk**  
Cape Girardeau County Courthouse  
1 Barton Sq., Administration Bldg.  
Jackson 63755  
(573) 243-3547



## Notary Handbook

**Carroll County Clerk**  
Carroll County Courthouse  
8 S. Main. Ste. 6  
Carrollton 64633  
(660) 542-0615

**Carter County Clerk**  
Carter County Courthouse  
Van Buren 63965  
(573) 323-4527

**Cass County Clerk**  
Cass County Courthouse  
102 E. Wall St.  
Harrisonville 64701  
(816) 380-8100

**Cedar County Clerk**  
Cedar County Courthouse  
Stockton 65785  
(417) 276-6700

**Chariton County Clerk**  
Chariton County Courthouse  
306 S. Cherry St.  
Keytesville 65261  
(660) 288-3273

**Christian County Clerk**  
Christian County Courthouse  
100 W. Church, Rm. 206  
Ozark 65621  
(417) 581-6360

**Clark County Clerk**  
Clark County Courthouse  
111 E. Court St.  
Kahoka 63445  
(660) 727-3283

**Clay County Clerk**  
Administration Building  
Courthouse Square, Third Fl.  
Liberty 64068  
(816) 792-7637

**Clinton County Clerk**  
Clinton County Courthouse  
207 N. Main  
Plattsburg 64477  
(816) 539-3713

**Cole County Clerk**  
Cole County Courthouse  
311 E. High, Rm. 201  
Jefferson City 65101  
(573) 634-9106

**Cooper County Clerk**  
Cooper County Courthouse  
200 Main St., Rm. 23  
Boonville 65233  
(660) 882-2114

**Crawford County Clerk**  
Crawford County Courthouse  
302 Main  
Steelville 65565  
(573) 775-2376

### -D-

**Dade County Clerk**  
Dade County Courthouse  
Main St.  
Greenfield 65661  
(417) 637-2724

**Dallas County Clerk**  
Dallas County Courthouse  
102 S. Cedar St.  
Buffalo 65622  
(417) 345-2632

**Daviess County Clerk**  
Daviess County Courthouse  
102 N. Main  
Gallatin 64640  
(660) 663-2641

**DeKalb County Clerk**  
DeKalb County Courthouse  
109 W. Main  
Maysville 64469  
(816) 449-5402

**Dent County Clerk**  
Dent County Courthouse  
400 N. Main  
Salem 65560  
(573) 729-4144

**Douglas County Clerk**  
Douglas County Courthouse  
Ava 65608  
(417) 683-4714

**Dunklin County Clerk**  
Dunklin County Courthouse  
Court Sq.  
Kennett 63857  
(573) 888-1374

## Notary Handbook

### **-F-**

**Franklin County Clerk**  
300 E. Main, Room 201  
Union 63084  
(636) 583-6355

### **-G-**

**Gasconade County Clerk**  
Gasconade County Courthouse  
119 E. First St., Ste. 2  
Hermann 65041  
(573) 486-5427

**Gentry County Clerk**  
Gentry County Courthouse  
200 W. Clay St.  
Albany 64402  
(660) 726-3525

**Greene County Clerk**  
Greene County Courthouse  
940 Boonville, Rm. 113  
Springfield 65802  
(417) 868-4055

**Grundy County Clerk**  
Grundy County Courthouse  
700 Main St.  
Trenton 64683  
(660) 359-6305

### **-H-**

**Harrison County Clerk**  
Harrison County Courthouse  
1505 Main St.  
Bethany 64424  
(660) 425-6424

**Henry County Clerk**  
Henry County Courthouse  
100 W. Franklin  
Clinton 64735  
(660) 885-6963 Ext. 217

**Hickory County Clerk**  
Hickory County Courthouse  
Hermitage 65668  
(417) 745-6450

**Holt County Clerk**  
Holt County Courthouse  
102 W. Nodaway  
Oregon 64473  
(660) 446-3303

**Howard County Clerk**  
Howard County Courthouse  
1 Courthouse Sq.  
Fayette 65248  
(660) 248-2284

**Howell County Clerk**  
1 Courthouse  
West Plains 65775  
(417) 256-2591

### **-I-**

**Iron County Clerk**  
Iron County Courthouse  
250 S. Main St.  
Ironton 63650  
(573) 546-2912

### **-J-**

**Clerk of the Jackson County Legislature**  
Jackson County Courthouse  
415 E. 12th St., 2nd Floor  
Kansas City 64106  
(816) 881-3242

**Jasper County Clerk**  
Jasper County Courthouse  
302 S. Main, Rm. 102  
Carthage 64836  
(417) 358-0413

**Jefferson County Clerk**  
Jefferson County Courthouse  
Hillsboro 63050  
(636) 797-5477

**Johnson County Clerk**  
Johnson County Courthouse  
300 N. Holden  
Warrensburg 64093  
(660) 747-6161

### **-K-**

**Knox County Clerk**  
Knox County Courthouse  
Edina 63537  
(660) 397-2184

### **-L-**

**Laclede County Clerk**  
Laclede County Government Center  
Lebanon 65536  
(417) 532-5471

## Notary Handbook

**Lafayette County Clerk**  
Lafayette County Courthouse  
1001 Main  
Lexington 64067  
(660) 259-4315

**Lawrence County Clerk**  
Lawrence County Courthouse  
1 Courthouse Sq., Ste. 101  
Mt. Vernon 65712  
(417) 466-2638

**Lewis County Clerk**  
Lewis County Courthouse  
Monticello 63457  
(573) 767-5205

**Lincoln County Clerk**  
Lincoln County Courthouse  
Troy 63379  
(636) 528-6300

**Linn County Clerk**  
Linn County Courthouse  
Linneus 64653  
(660) 895-5417

**Livingston County Clerk**  
Livingston County Courthouse  
700 Webster St.  
Chillicothe 64601  
(660) 646-2293

### -M-

**Macon County Clerk**  
Macon County Courthouse  
101 E. Washington  
Macon 63552  
(660) 385-2913

**Madison County Clerk**  
Madison County Courthouse  
1 Courthouse Sq.  
Fredericktown 63645  
(573) 783-2176

**Maries County Clerk**  
Maries County Courthouse  
211 Fourth St.  
Vienna 65582  
(573) 422-3388

**Marion County Clerk**  
Marion County Courthouse  
Palmyra 63461  
(573) 769-2549

**McDonald County Clerk**  
McDonald County Courthouse  
Pineville 64856  
(417) 223-4717

**Mercer County Clerk**  
Mercer County Courthouse  
802 Main St.  
Princeton 64673  
(660) 748-3425

**Miller County Clerk**  
Miller County Courthouse  
256 High St.  
Tuscumbia 65082  
(573) 369-2731

**Mississippi County Clerk**  
Mississippi County Courthouse  
Charleston 63834  
(573) 683-2146

**Moniteau County Clerk**  
Moniteau County Courthouse  
California 65018  
(573) 796-4661

**Monroe County Clerk**  
Monroe County Courthouse  
300 N. Main, Rm. 204  
Paris 65275  
(660) 327-5106

**Montgomery County Clerk**  
Montgomery County Courthouse  
Montgomery City 63361  
(573) 564-3357

**Morgan County Clerk**  
Morgan County Courthouse  
100 E. Newton St.  
Versailles 65084  
(573) 378-5436

### -N-

**New Madrid County Clerk**  
New Madrid County Courthouse  
New Madrid 63869  
(573) 748-2524

**Newton County Clerk**  
Newton County Courthouse  
Neosho 64850  
(417) 451-8221

## Notary Handbook

**Nodaway County Clerk**  
Nodaway County Courthouse  
305 N. Main  
Maryville 64468  
(660) 582-2251

### **-O-**

**Oregon County Clerk**  
Oregon County Courthouse  
Alton 65606  
(417) 778-7475

**Osage County Clerk**  
Osage County Courthouse  
Linn 65051  
(573) 897-2139

**Ozark County Clerk**  
Ozark County Courthouse  
Gainesville 65655  
(417) 679-3516

### **-P-**

**Pemiscot County Clerk**  
Pemiscot County Courthouse  
610 Ward Ave.  
Caruthersville 63830  
(573) 333-4203

**Perry County Clerk**  
Administration Building, 321 N. Main #2  
Perryville 63775  
(573) 547-4242

**Pettis County Clerk**  
Pettis County Courthouse  
Sedalia 65301  
(660) 826-5395

**Phelps County Clerk**  
200 N. Main  
Rolla 65401  
(573) 364-1891

**Pike County Clerk**  
Pike County Courthouse  
Bowling Green 63334  
(573) 324-2412

**Platte County Clerk**  
Platte County Administration Building  
415 Third St., Ste. 30  
Platte City 64079  
(816) 858-3344

**Polk County Clerk**  
Polk County Courthouse  
Bolivar 65613  
(417) 326-4031

**Pulaski County Clerk**  
Pulaski County Courthouse  
301 Historic 66 E., Ste. 101  
Waynesville 65583  
(573) 774-4701

**Putnam County Clerk**  
Putnam County Courthouse  
Unionville 63565  
(660) 947-2674

### **-R-**

**Ralls County Clerk**  
Ralls County Courthouse  
New London 63459  
(573) 985-7111

**Randolph County Clerk**  
Randolph County Courthouse  
Huntsville 65259  
(660) 277-4717

**Ray County Clerk**  
Ray County Courthouse  
Richmond 64085  
(816) 776-4502

**Reynolds County Clerk**  
Reynolds County Courthouse  
Centerville 63633  
(573) 648-2494

**Ripley County Clerk**  
Ripley County Courthouse  
Doniphan 63935  
(573) 996-3215

### **-S-**

**St. Charles County**  
Office of County Registrar  
100 N. Third, Ste. 206  
St. Charles 63301  
(636) 949-7560

**St. Clair County Clerk**  
St. Clair County Courthouse  
655 Second St.  
Osceola 64776  
(417) 646-2315

## Notary Handbook

**St. Francois County Clerk**  
St. Francois County Courthouse  
Room 206  
Farmington 63640  
(573) 756-5411

**St. Louis County Clerk and Council**  
Administrative Director  
County Government Center  
41 S. Central Ave.  
Clayton 63105  
(314) 615-5440

**Ste. Genevieve County Clerk**  
Ste. Genevieve County Courthouse  
Ste. Genevieve 63670  
(573) 883-5779

**Saline County Clerk**  
Saline County Courthouse  
101 W. Arrow  
Marshall 65340  
(660) 886-3331

**Schuyler County Clerk**  
Schuyler County Courthouse  
Lancaster 63548  
(660) 457-3842

**Scotland County Clerk**  
Scotland County Courthouse  
117 S. Market, Ste. 100  
Memphis 63555  
(660) 465-7027

**Scott County Clerk**  
Scott County Courthouse  
131 S. Winchester  
Benton 63736  
(573) 545-3549

**Shannon County Clerk**  
Shannon County Courthouse  
Main St.  
Eminence 65466  
(573) 226-3414

**Shelby County Clerk**  
Shelby County Courthouse  
Shelbyville 63469  
(573) 633-2181

**Stoddard County Clerk**  
Stoddard County Courthouse  
316 S. Prairie  
Bloomfield 63825  
(573) 568-3339

**Stone County Clerk**  
Stone County Courthouse  
108 E. Fourth St., Ste. F  
Galena 65656  
(417) 357-6127

**Sullivan County Clerk**  
Sullivan County Courthouse  
109 N. Main  
Milan 63556  
(660) 265-3786

### -T-

**Taney County Clerk**  
Taney County Courthouse  
266-A Main St.  
Forsyth 65653  
(417) 546-7200

**Texas County Clerk**  
Texas County Courthouse  
210 N. Grand Ave.  
Houston 65883  
(417) 967-2112

### -V-

**Vernon County Clerk**  
Vernon County Courthouse  
100 W. Cherry  
Nevada 64772  
(417) 448-2500

### -W-

**Warren County Clerk**  
Warren County Courthouse  
104 W. Main., Ste. B  
Warrenton 63383  
(636) 456-3331

**Washington County Clerk**  
Washington County Courthouse  
102 N. Missouri  
Potosi 63664  
(573) 438-4901

**Wayne County Clerk**  
Wayne County Courthouse  
109 Walnut  
Greenville 63944  
(573) 224-3011

## **Notary Handbook**

**Webster County Clerk**  
Webster County Courthouse  
100 Crittenden St.  
Marshfield 65706  
(417) 468-2223

**Wright County Clerk**  
Wright County Courthouse  
125 Court Sq.  
Hartville 65667  
(417) 741-6661

**Worth County Clerk**  
Worth County Courthouse  
Fourth & Front St.  
Grant City 64456  
(660) 564-2219

**-City of St. Louis-**  
St. Louis City  
**Office of the Circuit Clerk**  
10 N. Tucker Blvd.  
St. Louis 63101  
(314) 622-4367



# Boards of Election Commissioners



## Notary Handbook

### **CLAY COUNTY**

Clay County Board of Election Commissioners  
100 W. Mississippi  
(816) 792-7671  
Liberty 64068

### **JACKSON COUNTY**

Jackson County Board of Election Commissioners  
PO Box 296, 112 W. Lexington  
(816) 325-4600  
Independence 64051

### **KANSAS CITY**

Kansas City Board of Election Commissioners  
1828 Walnut, Ste. 300  
(816) 842-4820  
Kansas City 64108

### **PLATTE COUNTY**

Platte County Board of Election Commissioners  
2600 NW Prairie View Rd., PO Box 560  
(816) 858-3347  
(816) 858-4400  
Platte City 64079

### **ST. LOUIS COUNTY**

St. Louis County Board of Election Commissioners  
12 Sunnen Dr., Ste. 126  
(314) 951-0150  
(314) 951-0100  
Maplewood 63143

### **ST. LOUIS CITY**

St. Louis City Board of Election Commissioners  
300 N. Tucker  
(314) 622-4336  
(314) 622-4239  
St. Louis 63102

